

# **CITY OF MANCHESTER**

**HUMAN RESOURCES DEPARTMENT**

**ONE CITY HALL PLAZA**

**MANCHESTER, NH 03101**

**TEL: 603-624-6543 (VOICE/TTY)**

**FAX: 603-628-6065**

**Humanresources@manchesternh.gov**



## **ACCOUNTING SPECIALIST II**

(Announcement Number R-69-15)

Grade 12

Starting Pay: \$14.63 per hour – plus comprehensive benefits package

### **THE JOB:**

Performs a wide variety of administrative support, technical accounts processing and financial recording duties; performs directly related work as required.

### **MINIMUM**

### **QUALIFICATIONS:**

Graduation from High School or possession of a GED, preferably supplemented by additional training in accounting; **and** considerable experience in financial transaction operations; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and a thorough background investigation.**

### **APPLICATION**

### **PROCEDURES:**

Candidates must complete a City of Manchester Employment Application available at our website: [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at the Human Resources Department, One City Hall Plaza, Manchester, NH – located in the City Hall Annex lower level. Submission of a resume is optional.

### **OPENING DATE:**

August 24, 2015

**CLOSING DATE:** Tuesday, September 8, 2015

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***